

# Job Announcement

ANNOUNCEMENT NUMBER: V-09-039

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**DATE:** August 3, 2009

**OPEN TO:** All Interested Candidates

**POSITION:** Visa Clerk, FSN-6, FP-08 (**Full Performance Level**)  
Position No. D31203

**OPENING DATE:** August 3, 2009

**CLOSING DATE:** August 18, 2009

**WORK HOURS:** Full-Time, 40 hours per week

**SALARY:** Ordinarily Resident: Dhs.74,402 per annum (FSN-6)  
(Benefits are paid in addition to salary)

Not-Ordinarily Resident: US\$30,231 per annum (FP-08, to be confirmed by Washington)

*NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the ability to obtain requisite UAE residency and work permits to be eligible for consideration. Applicants should indicate in their CVs if any family members and/or relatives are employed in the U.S. Government as well as type of or relationship.*

The U.S. Consulate General in Dubai is seeking an individual for the position of Visa Clerk in the Consular Office.

## **BASIC FUNCTION OF POSITION**

The incumbent is responsible for the full range of Non Immigrant Visa (NIV) Clerk duties. Responsible for screening visa applications and documents, data entering applications, ensuring name checks are completed, capturing photos, printing visas, conducting quality controls, scanning documents, preparing Security Advisory Opinions (SAOs), and responding to public inquiries via e-mail, telephone, and in person. Performs these multiple tasks independently and with high levels of efficiency and accuracy. Responsible for recommending visa classification according to a complex and changing set of immigration laws, regulations, and procedures, so the consular officers can make appropriate decisions and to ensure that the legal requirements of the application have been met. Must exercise good judgment in referring sensitive cases to supervisor.

## **QUALIFICATIONS REQUIRED**

*NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

### Education:

- At least two years of full time post secondary study at college or university, preferably in Management or Computer Sciences.

### Experience:

- A minimum of two years experience in the consular area of an embassy, or a position related to customer service and/or work applying regulatory material.

### Language: (this will be tested)

- Level IV (fluent) Speaking/Reading/Writing English is required.
- Level IV (fluent) Speaking/Reading/Writing Arabic is required.

### Knowledge:

- Basic knowledge of U.S. Immigration and Nationality Act, 9 FAM visa regulations and ineligibilities. Knowledge of local and regional immigration policies and visa requirements.

### Skills & Abilities:

- Excellent drafting skills, management abilities, strong interpersonal skills, intermediate IT skills, and the ability to operate the latest office equipment and specialized consular software.

**SELECTION PROCESS:**

- When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY:**

Interested applicants for this position must submit the following or the application will not be considered:

- Application for US Federal Employment (SF-171 or OF-612); ([http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf)) or a current resume or curriculum vitae that provides the same information as an OF-612; plus
- Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

[AbuDhabiRecruitments@state.gov](mailto:AbuDhabiRecruitments@state.gov)

**(Please note V-09-039 Visa Clerk (Cons), in the subject line of the email)**

**DEFINITIONS:**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  - a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  - b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:
- Is not a citizen of the host country; and,
  - Does not ordinarily reside (OR, see below) in the host country; and,
  - Is not subject to host country employment and tax laws; and,
  - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:
- Is locally resident; and,
  - Has legal, permanent resident status within the host country; and,
  - Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

### **CLOSING DATE FOR THIS POSITION: August 18, 2009**

The US Mission in UAE provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.